

**HUMAN RESOURCE OFFICE  
THE ADJUTANT GENERAL OF VIRGINIA  
BUILDING 316, FORT PICKETT  
BLACKSTONE, VA 23824-6316**

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NATIONWIDE ARMY AGR VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT NUMBER:** 16-04                      **POSITION TITLE:** Senior Intelligence  
NCO

**GRADES:** SFC/E7                      **DMOS:** 96B40

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**UNIT:** HHC 29<sup>th</sup> ID (L)

**Location:** Fort Belvoir, Virginia

**OPENING DATE:** 18 December 2003                      **CLOSING DATE:** 2 February 2004

**POC FOR ADDITIONAL INFORMATION:** CPT Deborah Hunt, (434) 298-6337, or DSN  
438-6337 or e-mail to Mrs Brenda Ralls at [brenda.ralls@va.ngb.army.mil](mailto:brenda.ralls@va.ngb.army.mil)

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Serves as the full time assistant to the S-3. Drafts for approved training directives and operations orders and analysis of various training reports. Procures, designs, produces and distributes to subordinate units a variety of training aids, maps, map overlays and transparencies necessary training aids, maps, map overlays and transparencies necessary training aids, maps, map overlays and transparencies necessary for the efficient operations and training of subordinate units. Drafts for approval yearly training programs, circulars and other memoranda to insure compliance with directives and publications of higher headquarters. Maintains a policy file on all operations, training and readiness activities. Prepares routine correspondence and drafts replies on more complicated matters for approval. Maintains a current and complete library of training material and publications. Maintains the training files. Serves as the COMSEC custodian or alternate. Monitors, reviews and analyzes all training and readiness reports from subordinate units. Obtains additional information when necessary. Drafts for approval requests for assistance and training support from such external agencies as Readiness Group, MTC and MAC. Assists in the management of ammunition of the command to include: determining requirements; apportioning subauthorizations; approving unit requests; forecasting; and monitoring usage during the training year. Keeps abreast of changes in requirements and subauthorizations. Screens service school applications, request for orders, request for temporary duty, and correspondence course applications for completeness and correctness. Manages the SQT program of the command, develops a testing schedule, ensures the timely submission of marksense forms, and distributes results when received. Primarily responsible for the development of a comprehensive MOS Qualification training program for the

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command and provides assistance in the development of unit level training programs. Provides assistance and guidance in the preparation for and successful accomplishment of unit training. Prepares and submits requisitions for training aids, films and other material to support training of the command. Assists in the coordination and preparation for use of training areas and ranges. Travels to training sites in advance of the unit to insure successful completion of scheduled training activities. May be required to attend special schools and/or conferences that will enhance the training readiness of the command. Monitors the current Mission Essential Task List (METL) for the command. Assists in the preparation and update of subordinate elements task list, as required. Performs other duties as assigned.

**WHO MAY APPLY:** Open to all AGR/Military Technicians/Traditional enlisted, grades SSG/E6 through SFC/E7, who are members of the Virginia Army National Guard or those who are eligible to become members of the Virginia Army National Guard. Must be qualified in the following MOS: 96B40. If not MOS qualified, must become MOS qualified within 12 months.

**HOW TO APPLY:** Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs. If you are a new E-5 and have not yet received an NCOER, you may submit an letter of recommendation in lieu of the NCOER.
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (SF88 and SF93 or DD2807-1 and DD2808 completed within the last five years)
5. Photograph in Class A uniform (taken within the last 12 months)
6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Forms 214 or DA Form 1506 or NGB Forms 23A**)
7. Any additions information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.)

**SECURITY CLEARANCE:** Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, and a waiver is not approved, the offer for the position may be revoked.

**QUALIFICATION REQUIREMENTS:** Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

**SPECIAL INFORMATION:** Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

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**REMARKS:** Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 2 February 2004. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at [www.varich.ang.af.mil](http://www.varich.ang.af.mil) (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//  
DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer

## MEMORANDUM FOR ALL VA

SUBJECT: Amendment to Active Army Guard Reserve AGR Vacancy  
Announcement Number 16-04, Senior Intelligence NCO

AGR Announcement Number 16-04 is amended as follows:

**1. As reads,**

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Serves as the full time assistant to the S-3. Drafts for approved training directives and operations orders and analysis of various training reports. Procures, designs, produces and distributes to subordinate units a variety of training aids, maps, map overlays and transparencies necessary training aids, maps, map overlays and transparencies necessary training aids, maps, map overlays and transparencies necessary for the efficient operations and training of subordinate units. Drafts for approval yearly training programs, circulars and other memoranda to insure compliance with directives and publications of higher headquarters. Maintains a policy file on all operations, training and readiness activities. Prepares routine correspondence and drafts replies on more complicated matters for approval. Maintains a current and complete library of training material and publications. Maintains the training files. Serves as the COMSEC custodian or alternate. Monitors, reviews and analyzes all training and readiness reports from subordinate units. Obtains additional information when necessary. Drafts for approval requests for assistance and training support from such external agencies as Readiness Group, MTC and MAC. Assists in the management of ammunition of the command to include: determining requirements; apportioning subauthorizations; approving unit requests; forecasting; and monitoring usage during the training year. Keeps abreast of changes in requirements and subauthorizations. Screens service school applications, request for orders, request for temporary duty, and correspondence course applications for completeness and correctness. Manages the SQT program of the command, develops a testing schedule, ensures the timely submission of marksense forms, and distributes results when received. Primarily responsible for the development of a comprehensive MOS Qualification training program for the command and provides assistance in the development of unit level training programs. Provides assistance and guidance in the preparation for and successful accomplishment of unit training. Prepares and submits requisitions for training aids, films and other material to support training of the command. Assists in the coordination and preparation for use of training areas and ranges. Travels to training sites in advance of the unit to insure successful completion of scheduled training activities.

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May be required to attend special schools and/or conferences that will enhance the training readiness of the command. Monitors the current Mission Essential Task List (METL) for the command. Assists in the preparation and update of subordinate elements task list, as required. Performs other duties as assigned.

**2. Changed to read,**

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Serves as the full time assistant to the G-2. Drafts for approved training directives and operations orders and analysis of various INTEL reports. Procures, designs, produces and distributes to subordinate units for the efficient operations and training of subordinate units. Drafts for approval yearly training programs, circulars and other memoranda to insure compliance with directives and publications of higher headquarters. Maintains a policy file on all INTEL operations, training and readiness activities. Prepares routine correspondence and drafts replies on more complicated matters for approval. Maintains a current and complete library of INTEL material and publications. Maintains the training files. Serves as the COMSEC custodian or alternate. Monitors, reviews and analyzes all training and readiness reports from subordinate units. Obtains additional information when necessary. Drafts for approval requests for assistance and training support from such external agencies as Readiness Group, MTC and MAC. Provides assistance and guidance in the preparation for and successful accomplishment of unit training. Prepares and submits requisitions for training aids, films and other material to support training of the command. May be required to attend special schools and/or conferences that will enhance the training readiness of the command. Monitors the current Mission Essential Task List (METL) for the G2 Section. Assists in the preparation and update of subordinate elements task list, as required. Performs other duties as assigned.

FOR THE ADJUTANT GENERAL:

//signed//  
DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer